



Haverhill

City Clerk's Office, Room 118
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cityclerk@cityofhaverhill.com

December 15, 2016

To: Haverhill Candidates
From: Linda L. Koutoulas, Haverhill City Clerk
RE: Campaign Finance Report Schedule

This is just a reminder of the schedule for your campaign finance reports.

Your year end report is to cover the time period January 1, 2016 to December 31, 2016. This report is due in the Clerk's office on **January 20, 2017**. **Included with this memo is the M102 form, Campaign Finance Municipal Form**. These forms are also found on the OCPF website: <http://www.ocpf.us>.

Even though this year was not a municipal election year, if you maintain a committee, you still need to file a year-end report in January 2017. If you do not plan to run again and choose to dissolve your committee, please forward a copy of this document for our records.

The Office of Campaign and Political Finance now provides its reporting software to local candidates:

Local Filers Can Now Use R6

Local filers can now use R6 (Reporter 6) to create, print, sign and file campaign finance reports.

To register, a local candidate must send his or her organizational form (M101) to OCPF, with "R6 setup only" written at the top.

If a candidate does not have a committee or a completed M101 form, he or she can complete the form and send it, unsigned, to OCPF. A copy of this form is included with this memo.

The form can be sent by e-mail to Jason Tait at jtait@cpf.state.ma.us. After registering, each candidate is issued a password and identification number, sent to them by e-mail. If the M101 form is sent to OCPF by traditional mail or by fax (617-727-6549), an e-mail address must be included.

"Local filers" include all town candidates, and all city candidates who don't e-file with OCPF.

IMPORTANT: The campaign finance law mandates that a CIVIL PENALTY OF \$25 PER DAY, UP TO \$5,000 TOTAL, be assessed personally against a candidate for any report that is filed after the due date and upon referral to the Office of Campaign and Political Finance. In addition, failure to file the report as required will subject you to referral to the Attorney General.